



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-0301

LOGCOMO 5041.1

L05

MAY 18 2005

MARINE CORPS LOGISTICS COMMAND ORDER 5041.1

From: Commanding General

To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (CGIP)

Ref: (a) MCO P4400.160B
(b) MCO 5040.6G
(c) MCO 7220.13G
(d) LOGCOMO 1700.3
(e) LOGCOMO Staff Regs

Encl: (1) Concept and Guidance
(2) Format for Letter of Notification
(3) Format for Requesting Augment Inspectors
(4) Format for Unit Inspection Report
(5) Logistics Command Functional Area oversight assignments
(6) Format for Functional Area Manager Assignment Letter
(7) Format for Corrective Action Report
(8) Format for Inspector Assignment Letter

1. Situation. Reference (a) directs each major subordinate Commander to design and implement an internal inspection program. Inspections reinforce the importance of combat readiness, evaluate critical areas essential for mission performance, and serve as a tool for Commanders to assess their units. The intent of the Commanding General's Inspection Report (CGIP) is to evaluate the functional areas and troop readiness of Marine Corps Logistics Command (LOGCOM).

2. Mission. Establish the philosophy, procedures and responsibilities for conducting the CGIP in accordance with the references.

3. Execution

a. Command Inspector

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(1) Serve as principal advisor to the Commanding General on all inspection matters.

(2) Per enclosure (1), schedule, coordinate, and conduct inspections of MCLB Albany, MCLB Barstow, Blount Island Command, and Marine Detachment, Fort Benning. CGIP Inspections for LOGCOM and assigned units will be conducted biennially. The CGIP schedule will be provided only to the Commanding General and Chief of Staff. Subordinate commands' inspections will be conducted on a "no notice" basis (i.e. unit notified one working day prior to the inspection). "No notice" inspections provide a candid, and thus more accurate, assessment of a unit's readiness. Additionally, no notice inspections eliminate tedious inspection preparations.

(3) Notify the command to be inspected via telephone, facsimile or e-mail no earlier than one working day prior to the inspection. A letter of notification (LON) will be forwarded following initial notification. The LON outlines the dates of the inspection, inspection schedule, support required by the inspection team and the functional areas to be inspected. See enclosure (2).

(4) Review items of special interest to the Commanding General and Inspector General of the Marine Corps; for example, safety, environmental and equal opportunity issues, and morale.

(5) Ensure each inspection team has augment inspectors, as required (e.g. HQBN MCLB Albany, MCRD Parris Island, MCAS Beaufort, etc...). See enclosure (3).

(6) Upon completion of a CGIP inspection or re-inspection, submit a Unit Inspection Report to the inspected unit's Commanding Officer. This report will be a "stand alone document" and will include an evaluation grade of "mission capable" or "non-mission capable" for each functional area inspected. Submit the report within 10 days of the inspection. See enclosure (4) for format.

(7) Receive and process request mast petitions to the Commanding General, LOGCOM during CGIP visits IAW ref (b).

(8) Maintain results of the latest CGIP and all other required inspections (e.g. MCAAT, etc...) for a minimum of

2 years.

(9) Use the Automated Inspection Reporting System (AIRS) to maintain and update functional area checklists. Utilize AIRS checklists when inspecting or performing assist visits.

b. General and Special Staff Sections

(1) Provide Functional Area oversight for LOGCOM per enclosure (5). As such provide guidance and assistance to subordinate commands to ensure all of LOGCOM is in compliance with their respective AIRS checklist.

(2) Identify qualified LOGCOM level Functional Area Managers (FAM), for the Functional Areas your section has oversight. LOGCOM FAMs will be assigned in writing. See enclosure (6). LOGCOM FAMs will be responsible for managing, at the LOGCOM level, designated functional areas within the Commanding General's Inspection Program. LOGCOM FAMs will evaluate their assigned functional areas annually or more often as deemed necessary to ensure compliance with updated AIRS checklist. Updates are posted to the IGMC web-page on the 15th of each month. FAMs will advise the Command Inspector on all issues beyond their capability to resolve.

(3) Provide qualified augment inspectors to the Commanding General's Inspection Team, as needed.

(4) Coordinate assist visit requests with the Command Inspector.

c. Subordinate Commanders

(1) Commanders will conduct inspections, as necessary, to evaluate all functional areas of their organizations and monitor the overall condition of their units. A list of Functional Areas and LOGCOM Staff Section Functional Area oversight responsibilities are listed in enclosure (5).

(2) Provide augment inspectors as required by this headquarters. See enclosure (3).

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(3) Identify qualified command level FAMS to your local Base Inspector. FAMS will be responsible for managing designated functional areas, within the Commanding General's Inspection Program (at the subordinate command level). FAMS will be assigned in writing by the Commanding Officer. See enclosure (6). FAMS will evaluate their assigned area(s) annually or more often as deemed necessary to ensure compliance with current AIRS checklists. FAMS will advise the Base Inspector on all issues beyond their capability to resolve.

(4) Acknowledge receipt of the Letter of Notification (LON) no later than close of business on the day of receipt. Failure to acknowledge receipt of the LON will not cause the inspection to be delayed or cancelled.

(5) Unit commanders will submit a corrective action report to the Commanding General, LOGCOM (Attn: Command Inspector) for action taken to correct or resolve a CGIP finding of "non-mission" capable. This report will be submitted within 30 days following receipt of the unit inspection report from the Command Inspector. See enclosure (7).

d. Base Inspectors

(1) Provide subordinate Functional Area Manager assigned to your installation with monthly updated AIRS checklists.

(2) Act as focal point to consolidate issues at the base level.

(3) Coordinate inspections and assist visits with the LOGCOM Inspector.

(4) Ensure Base Functional Area Managers are appointed in writing and conduct annual reviews of their assigned functional areas.

(5) Advise the Command Inspector on all issues beyond their capability to resolve.

5. Signal and Command

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to MCLB Albany, MCLB Barstow, MCLB Blount Island and Marine Detachment Fort Benning in accordance with Ref (a).



E. G. PAYNE

Distribution: E

Copy to: MCLB Albany
MCLB Barstow
MCLB Blount Island
MarDet Fort Benning

CONCEPT AND GUIDANCE

1. Concept. The purpose of the CGIP is to validate mission capable readiness of a unit. A unit should be mission capable on a daily basis without special preparation. For this reason, the CGIP will be "no notice" in nature. It is not designed to test how well Marines or Sailors can prepare for an inspection; rather, it provides the opportunity for each unit to review their day-to-day operating procedures, capabilities, and personnel readiness. The unit's mission shall be the focus of the inspection. General guidelines regarding the implementation of the CGIP are as follows:

a. The CGIP will not hinder on-going operations. Schedule conflicts should be avoided.

b. The CGIP will normally require two to three days for completion. The actual time frame will be directly related to the number of functional areas to be inspected.

c. While the CGIP will be a no notice event, follow-up evaluation (if necessary) will be scheduled.

2. Commanding General's Guidance. The best preparation for the CGIP is daily execution of sound internal procedures, which are written or charted, followed consistently, and periodically validated by use of internal inspections or a readiness assist visit. Troop events will require regular instruction and review of the basic tenets involving small unit leadership. Therefore, it is incumbent upon the individual commander to ensure the continual readiness of his unit through the use of internal inspection procedures and external assistance training and evaluation. Each unit, down to the individual Marine, must show that sound management procedures are employed. Marines must be responsible for meeting daily, weekly, monthly, and quarterly goals established by their superiors. OIC's and SNCOIC's will be held accountable by the Commanding General for the end results in everything their subordinates achieve.

a. The CGIP program should detect fraud, waste, abuse, discrimination, sexual harassment, environmental noncompliance, and related improprieties.

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b. Each commander will maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct problem areas reported in inspection reports.

c. Commanders will ensure the command inspector and all functional area managers are qualified and properly trained.

d. The Command Inspector will be the focal point for all inspections within the command to include monitoring corrective actions taken for findings noted during inspections. These actions will be coordinated through the Base Inspectors.

e. The Commanding General's Inspection Program (CGIP) will include, as a minimum, the following core inspection functional areas:

(1) Special Interest Items. These are issues, matters, or concerns, which are currently identified as a Secretary of Defense, Secretary of the Navy, Commandant of the Marine Corps, Commanding General LOGCOM special interest item. The IGMC will provide specific guidance as to current items.

(2) Personnel Administration. Those matters pertaining to personnel management, the morale and welfare of individual Marines and Sailors and their families, and those administrative functions critical to the execution of a unit's primary mission; general administration, personnel administration, Marine Corps Total Force System legal administration, career planning, etc.

(3) Logistics. Those logistical matters critical to the execution of the unit's primary mission to include, supply, maintenance, maintenance management, Marine Corps Automated Readiness Evaluation System, Status of Resources and Training System readiness, embarkation, ordnance, and transportation.

(4) Personnel. Those areas that are troop-oriented, to include: close order drill, clothing and equipment, physical fitness, and Body Composition Program (BCP).

(5) Training. Those areas critical to the development and conduct of required training, Unit Training Management, Battle Skills Training/essential subjects, Marine Corps Institute courses, Equal Opportunity, Substance Abuse, and Professional Military Education.

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(6) Medical and Dental. Those matters related to the health readiness of Marines and Sailors.

(7) Safety. Those matters that identify hazards and conditions which might expose personnel unnecessarily to injury or health hazards, to include aviation safety, ground safety, motor vehicle safety, and industrial hygiene.

(8) Security. Those matters related to security of classified material, physical security, antiterrorism/force protection, and law enforcement.

(9) Environmental Compliance. Those environmental matters critical to preserving natural and cultural resources entrusted to the Marine Corps. This is accomplished through a command environmental self-audit program.

(10) Intelligence. Those matters which pertain to intelligence, counterintelligence oversight.

3. Evaluation Criteria. Many factors are involved in the evaluation of a command. While the results of a CGIP are an important indicator in determining the overall capability of a command, other factors can impact readiness, such as critical manpower shortages, and large or constant personnel turnover. Therefore, the CGIP will not serve as a scorecard of mission capability. Esprit, willingness to learn, and the ability to accomplish daily missions are the important factors. A spirit of cooperation and assistance, focused toward teaching and understanding, must exist between the unit being evaluated and the inspection team. The following are definitions of terms associated with the CGIP evaluation process.

a. Mission Capable. The command/unit possesses and uses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, task, and functions.

b. Non-Mission Capable. The command/unit does not possess or does not use the requisite skills, equipment, personnel, and knowledge to accomplish its assigned mission, task, and functions.

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c. Discrepancy. An error or failure to comply with guidelines, directions, or actions, as required by appropriate and applicable directives.

d. Findings. A significant problem within the command that meets one of the following criteria:

(1) Detracts from the command's readiness.

(2) Involves or could lead to fraud, waste, or abuse.
(See Reference b)

(3) Involves issues of health, morale, or welfare of the unit's Marines and Sailors.

(4) Significantly deviates from higher headquarters' policies and procedures.

NOTE: The Command Inspector will review all materials related to items proposed as "findings" and will make the final recommendation to the Commanding General.

4. Inspection Principles. At a minimum, the Command Inspector and assigned inspectors will consider the following when preparing for and conducting inspections:

a. The fundamental purpose of an inspection is to assess and enhance the ability of a unit to prepare for and to perform its assigned mission. The unit's mission will be the focus of the inspection.

b. Inspections will identify root causes of problems, particularly those beyond the capability of the commander to solve.

c. Inspections will be decentralized whenever possible.

d. Inspections will foster a climate of trust and confidence.

e. Inspections will respect and uphold the commander's authority.

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f. The number, frequency, and type of inspections will be held to a minimum.

g. Duplication among inspections will be avoided.

h. Inspections will recognize excellence.

i. Inspections will be positive, productive learning experiences for the unit's Marines, Sailors, and civilians.

j. Inspections will result in a written report from the Command Inspector to the commander of the unit inspected.

k. All functional areas inspected will be evaluated by using AIRS checklists.

l. The inspection process will include follow up and resolutions of problems, which are beyond the ability of the inspected unit to solve.

5. INSPECTION CATEGORIES AND TEAMS

a. Inspections are divided into two categories (internal and external to LOGCOM).

(1) Internal Inspections. These inspections are conducted from within LOGCOM and include but are not limited to the following:

(a) CGIP. This inspection is a "no notice" inspection designed to validate the current readiness of a unit. It consists of two major areas: the functional inspection and troop inspection. The functional inspection consists of the areas outlined in enclosure (5).

(b) Assistance Visit (AV)

(1) The AV offers each commander an unofficial evaluation of any functional area. The focus of the AV is threefold: (1) it provides a readiness evaluation for the commander; (2) it concentrates on training personnel and improving procedures; and (3) it can be tailored to view any or all of the functional areas. The results of the AV are provided only to the commander of the inspected unit.

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(2) AV's may be scheduled by direct liaison between the requesting unit and the LOGCOM Staff section with Functional Area oversight, with follow-up coordination by the unit with the Office of the Command Inspector, or the unit may go through the Office of the Command Inspector to schedule the AV with the FAM.

(c) Specific Functional Area Inspections. It is important to note that specific CGIP functional area inspections may be conducted on an "as required" basis. The purpose of these inspections will be to validate correction of specific deficiencies identified during previous inspections. The functional area inspector will brief results of a specific functional area inspection to the unit's commanding officer. A copy of the final inspection results will be provided. See the format in enclosure (4).

(2) External Inspections. External Inspections are conducted by agencies outside LOGCOM per regulations issued by higher authority and are coordinated through the appropriate general or special staff section and the Office of the Command Inspector (e.g. OSHA, MCAAT, HQMC). The frequency of these inspections is based on guidance promulgated by the Commandant of the Marine Corps and other federal and state agencies. The Command Inspector will be notified on all external inspections, either prior to or one day after the activity has received notification from the external agency. The staff section having functional area oversight shall submit a copy of the inspection results to the Command Inspector within five days after receiving results.

(a) Marine Corps Administration Analysis Teams (MCAAT). All permanently assigned units will be analyzed by MCAAT biennially in accordance with reference (d).

(b) Environmental Compliance Inspection. All tenant units of MCLB Albany and MCLB Barstow will be examined annually by Environmental Management Division, MCB Camp Lejeune in accordance with 40 CFR.

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6. Inspectors Training and Certification

a. The Command Inspector is responsible for organizing and conducting inspection team training. Personnel assigned to the inspection team must receive inspection training prior to any evaluations.

b. Each inspector will receive an appointment letter for their particular inspection assignment upon completion of training. See enclosure (8).

c. Marines or Sailors assigned to the inspection team may receive appropriate fitness report comments in connection with "Additional Duties." This will be a reporting senior's decision and is provided as another opportunity to reflect the capability and performance of the individual inspector.

d. The following are the minimum training topics to be covered with each inspector:

(1) Overview of the CGIP (concept, commander's guidance, and evaluation criteria).

(2) Inspection principles.

(3) AIRS checklist.

(4) What constitutes an actual discrepancy or finding.

(5) Required reports.

ENCLOSURE (1)

FORMAT FOR LETTER OF NOTIFICATION

From: Commanding General
To: Commanding Officer,

Subj: NOTIFICATION OF COMMANDING GENERAL INSPECTION

Ref: (a) MCO 5040.6G
(b) LOGCOMO 1700.3

Encl: (1) Inspection schedule
(2) Inspection Team members/Functional area assignment

1. The Logistics Command Inspector, will conduct a biennial inspection of (command) on (date). Per reference (a), this inspection is intended to assess the overall effectiveness, efficiency and readiness of the command. Request mast petitions will be heard during the inspection. Reference (b) provides information and procedures to be followed for Request Mast.

2. Enclosure (1) contains the inspection schedule. Enclosure (2) identifies the Inspection Team and delineates the functional areas to be inspected.

3. An essential element to the Inspection process involves follow-up and resolution of problems that are beyond the inspected commands ability to resolve. Accordingly, you will be asked to address any major issues within your command, which require assistance from higher headquarters. Issues should be developed, in writing, using the problem, discussion recommendation format.

4. Request an inbrief be provided to the Inspection Team on (date). Please ensure Functional Area Managers for AIRS functional areas identified in enclosure (2) are in attendance. The Inspection Team will require the following support: a conference room with space for personnel, audio-visual equipment to make a PowerPoint presentation; office space to handle request mast petitions, a telephone, e-mail access, and _____ vehicle support.

5. Point of contact for this matter is (name) at (extension).

SIGNATURE

ENCLOSURE (2)

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EXAMPLE SCHEDULE

LOCATION: (location)

PERIOD: (date)

TEAM: (name), Command Inspector; (name), Sergeant Major LOGCOM and Commanding General Inspection Team (CGIT) consisting of functional area Inspectors from Logistics Command staff.

Date	Time	Event	Remarks
<u>Mon.</u>			
dd mmm yy	1300	Arrival of CG Inspection Team	Senior Inspector, CGIT
		CGIT check in billeting	Senior Inspector, CGIT
<u>Tues</u>			
dd mmm yy	0800	In-call with Commanding Officer	Senior Inspector, CGIT
	0830	CGIP Inbrief w/CO and Functional Areas Managers	Inspection Team
	0900-1600	CGIP evaluation of functional areas	Inspection Team
	0900	In-call with senior enlisted personnel	SgtMaj, LOGCOM
<u>Wed</u>			
dd mmm yy	0630-0830	Conduct PFT	Inspection Team
	0800-1300	CGIP evaluation of functional areas	Inspection Team
	0800-1300	Request Mast	Senior Inspector/SgtMaj
	1000	Personnel/Color Guard Inspections	Inspection Team
	1500-1600	Inspection debrief to CO and Functional Area Managers	Inspection Team
	1630	Inspection Team departs	Senior Inspector

ENCLOSURE (2)

EXAMPLE FAM LISTING

<u>FUNCTIONAL AREA (AIRS)</u>	<u>INSPECTOR</u>
Request Mast (020)	_____, Command Inspector, LOGCOM
Industrial Hygiene (766)	_____, Industrial Hygienist Branch Medical Clinic
Medical Readiness (500)	_____, Branch Medical Clinic
Absentee Voting (210)	_____, Base Personnel Officer
Legal Administration (090)	
Publications and Directives (060)	_____, Adjutant Chief,
Separation and Retirement (121)	
Performance Evaluation (063)	
Morale	_____, Sergeant Major LOGCOM
Security of Classified Information (270)	_____, Security Manager, LOGCOM
Ground Safety Installation (130)	_____, Base Safety, LOGCOM _____, Inspector Chief, LOGCOM
Physical Security (480)	_____, Provost Chief
Substance Abuse (200)	_____, Substance Abuse Counselor Substance Abuse Center
*Physical Fitness (340)	_____,
Battle Skills Training (382)	_____,
Weight Control (350)	_____,
Leadership Training (383)	_____,
**Color Guard (420)	_____,
***Personnel Inspection (310)	
Unit Training Management (383)	
Troop Information (384)	
Career Planner/Re-enlistment (040)	_____, Career Planner, LOGCOM

* denotes (10) Marines (1) officer (2) SNCOs (7) enlisted, green on green PT uniform
 ** denotes (4) Marines camouflage uniform with standards
 *** denotes (10) Marines (enlisted) camouflage uniform

ENCLOSURE (2)

FORMAT FOR REQUESTING AUGMENT INSPECTORS

Office Code
Date

From: Command Inspector
To: Head of Activity

Subj: REQUEST FOR AUGMENT(S) IN SUPPORT OF COMMANDING
GENERAL'S INSPECTION PROGRAM

Ref: (a) MCO 5040.6G
(b) LOGCOMO 5041.1

Encl: (1) List of requested Functional areas inspectors

1. Per the references, the Commanding General, Marine Corps Logistics Command, has directed the Command Inspector to conduct an evaluation of at (command), (location), during (date). The Command Inspector will require augment inspectors to assist with evaluating designated functional areas during this period.

2. Request qualified Marines with solid MOS experience be assigned to the inspection team as functional area inspectors. This will enable the Command Inspector to provide additional assistance, education and training throughout the inspection process. The enclosure provides the functional areas and activities from which augment inspectors should be provided.

3. Notification of personnel assigned as augment inspectors can be done by phone or email to the Office of the Command Inspector no later than (due date). Once identified, augment inspectors will be notified by the Command Inspector when to attend mandatory training for inspection preparation and begin TAD processing. Augment inspectors will be TAD for approximately (number) days in (month) to (command, location).

4. Point of contact for this matter is (name) at (extension).

SIGNATURE

ENCLOSURE (3)

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EXAMPLE PAGE

<u>FUNCTIONAL AREA (AIRS)</u>	<u>REQUESTED AUGMENT</u>
Medical (500)	2
Dental (510)	1
*PMO Operations (450)	1
*Physical Security (480)	
Industrial Hygiene (766)	1
*Publications and Directives (060)	1
*Separation and Retirement (121)	
*Performance Evaluation (063)	
Postal (100)	1
*Career Planning (040)	1
*Recruiting reenlistment (045)	
*Physical Fitness (340)	1
*Weight Control (350)	
*Battle Skills Training (382)	
*Unit Training Management (383)	
Substance Abuse (200)	1

* Denotes area where inspector has multiple assignments

ENCLOSURE (3)

FORMAT FOR COMMANDING GENERAL INSPECTION REPORT

5041
Office Code
Date

From: Commanding General
To: Commanding Officer

Subj: UNIT INSPECTION REPORT

Ref: (a) MCO 5040.6G
(b) LOGCOMO 5041.1

1. Per the references, the following report is submitted.

a. Section I

(1) A detailed narrative statement of the unit's overall ability to accomplish assigned mission, tasks, and functions.

(2) Listing of functional areas inspected and the grade assigned to each functional area.

b. Section II. Findings and Recommendations. The AIRS checklist report can be attached as an enclosure to the Unit Inspection Report instead of retyping all the inspections results in Section II. Findings and recommendations will be listed here and on the AIRS checklist.

(1) Finding #. A statement of fact describing the deficiency condition noted. Recommendation. A recommended corrective action to resolve finding noted.

(2) Finding #. Recommendation.

(3) Amplifying comments. Comments to enhance the understanding of the finding(s) noted or specifics associated with a particular finding or existing situation of interest.

2. Additional areas of priority or concern.

ENCLOSURE (4)

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3. A report of corrective action taken for the non-mission capable areas in section I and the findings issued in section II will be forwarded to Command Inspector no later than (normally allow 30 days to respond). A follow-up inspection will be conducted for those functional areas which were non-mission capable.

/s/Commanding General or Command Inspector

ENCLOSURE (4)

CHECKLISTS CONTAINED IN THE AUTOMATED
INSPECTION REPORTING SYSTEM (AIRS)

<u>Funtional Area #/ Title</u>	<u>LogCom Staff</u> <u>Section Oversight</u> <u>Responsibility</u>
020 REQUEST MAST	Command Inspector
030 HOMOSEXUAL CONDUCT	Equal Opportunity Advisor
040 CAREER PLANNING	Career Planner
045 RECRUITING/REENLISTMENT	Career Planner
050 STAFFING/SECURITY	
051 EQUAL EMPLOYMENT OPPORTUNITY	Equal Opportunity Advisor
052 CLASSIFICATION/POSITION MANAGEMENT	Manpower Office
053 EMPLOYEE DEVELOPMENT	Manpower Office
054 LABOR/EMPLOYEE RELATIONS	Manpower Office
060 MARINE CORPS FORM MANAGEMENT	Adjutant
061 MARINE CORPS RECORDS MGT	Adjutant
062 GENERAL ADMINISTRATION	Adjutant
063 FITNESS REPORTS	Adjutant
064 PRINTING MANAGEMENT	
065 PRIVACY ACT	Counsel
066 PROMOTION	Adjutant
067 IDENTIFICATION CARDS	
070 PERSONNEL ADMINISTRATION	Adjutant
071 MILITARY AWARDS	Adjutant
080 MARINE CORPS TOTAL FORCE SYS	Adjutant
090 LEGAL ADMINISTRATION	SJA
100 POSTAL AFFAIRS	Adjutant
120 PERSONAL AFFAIRS	
121 SEPARATION AND RETIREMENT	Adjutant
122 TRANSITION ASST MGT (TAMP)	
123 MARINE CORPS PERSONNEL SPONSORSHIP	Adjutant
130 GROUND SAFETY MATTERS	Safety
140 MOTOR VEHICLE SAFETY	Safety
150 PUBLIC AFFAIRS	
160 NONAPPROPRIATED FUND PERSONNEL (NAFI)	
170 MUSICAL UNITS	Unit Commander
190 EQUAL OPPORTUNITY PROGRAM	Equal Opportunity Advisor
200 SUBSTANCE ABUSE PROGRAM	

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210 ABSENTEE VOTING PROGRAM	
230 RECRUIT TRAINING	N/A
240 INTELLIGENCE OVERSIGHT	
250 INTELLIGENCE	
270 INFORMATION AND PERSONNEL SECURITY	PROG AREA
290 OFFICER UNIFORM INSPECTION	Unit Commander
300 SNCO UNIFORM INSPECTION	Unit Commander
310 PERSONNEL INSPECTION	Unit Commander
316 FRAUD/WASTE/ABUSE OVERSIGHT	
AWARENESS/PREVENTION/REMEDIES IGMC	Command Inspector
319 COMMAND INSPECTION PROGRAM IGMC	Command Inspector
320 DRILL TE-37S	Unit Commander
325 SWORD MANUAL	Unit Commander
340 PHYSICAL FITNESS PROGRAM	Unit Commander
350 BODY COMPOSITION PROGRAM	Unit Commander
360 MARKSMANSHIP PROGRAM	Unit Commander
380 UNIT TRAINING MANAGEMENT	Unit Commander
381 WATER SAFETY/SURVIVAL PROGRAM	Unit Commander
382 BATTLE SKILLS TRAINING	Unit Commander
383 LEADERSHIP TRAINING	Unit Commander
384 TROOP INFORMATION PROGRAM	Unit Commander
385 PROFESSIONAL MILITARY EDUCATION	
390 MCI PROGRAM	
400 FORMAL SCHOOLS	Adjutant
405 INFORMATION SYSTEMS MANAGEMENT	C4
410 LIFELONG LEARNING (LL)	Unit Commander
420 COLOR GUARD	Unit Commander
430 INTERIOR GUARD	Unit Commander
440 CORRECTIONAL FACILITY	N/A
450 PMO OPERATIONS	
460 HISTORICAL PROGRAM	
480 PHYSICAL SECURITY & COMBATING TERRORISM	
481 OPERATIONAL SECURITY	
490 FISCAL MATTERS	
500 MEDICAL	
510 DENTAL	
520 RELIGIOUS MINISTRIES	Unit Commander
550 EMBARKATION READINESS	
561 GARRISON PROPERTY	
570 MOBILIZATION READINESS	
591 GARRISON MOBILE EQUIPMENT	
630 COMMUNICATIONS ELECTRONICS (COMM-ELECT)	

Enclosure (5)

670	HOUSEKEEPING	
680	BACHELOR HOUSING MANAGEMENT	
760	REAL PROPERTY MAINTENANCE	Instillations & Envir
761	UTILITIES MANAGEMENT	Instillations & Envir
762	ENERGY CONSERVATION	Instillations & Envir
763	NATURAL RESOURCES MANAGEMENT	Instillations & Envir
764	ENVIRONMENTAL MANAGEMENT	Instillations & Envir
765	FIRE PREVENTION	Instillations & Envir
766	INDUSTRIAL HYGIENE	Instillations & Envir
767	PEST CONTROL PROGRAM	Instillations & Envir
770	FACILITIES PLANNING	Instillations & Envir
780	FAMILY HOUSING	
800	TRAFFIC MANAGEMENT	
810	EOD TECHNICAL EVALUATION	
820	AIRCRAFT MAINTENANCE DEPARTMENT	N/A
830	AVIATION SUPPLY FOR ACTIVE DUTY UNITS	N/A
835	AVIATION SUPPLY FOR RESERVE AND AIR STATIONS	N/A
840	AVIONICS	N/A
850	AIRCREW TRAINING	N/A
870	AVIATION SAFETY	N/A
875	NATOPS REVIEW	N/A
880	AVIATION FACILITY	N/A
890	AVIATION WEATHER	N/A
900	AIR TRAFFIC CONTROL	N/A
910	AIRCRAFT FIREFIGHTING AND RESCUE	N/A
915	EXPEDITIONARY AIRFIELD (EAF)	N/A
920	COMMERCIAL ACTIVITIES (CA) PROGRAM	
930	NBC DEFENSE (INDIVIDUAL)	
950	DETENTION SPACES	N/A
955	CORRECTIONAL CUSTODY	N/A
960	FAMILY ADVOCACY PROGRAM	
961	COMMERCIAL SPONSORSHIP	
962	FINANCIAL/ACCOUNTING	
963	INFORMATION SYSTEMS (MCCS)	
964	NONAPPROPRIATED FUND PERSONNEL (NAF)	
965	NONAPPROPRIATED FUND PROCUREMENT	
966	MARINE CORPS FAMILY TEAM BUILDING PROGRAM	
970	SORTS (STATUS OF RESOURCES AND TRAINING SYS)	
980	CIVILIAN LEADERSHIP DEVELOPMENT PROGRAM	Manpower Office
990	MOBILIZATION EMBARKATION (RESERVE FORCE)	
991	SEMPER FIT	
992	GOVERNMENT TRAVEL CARD PROGRAM	
994	SUICIDE PREVENTION PROGRAM	
995	RELOCATION ASSISTANCE PROGRAM (FMEAP)	

Enclosure (5)

FORMAT FOR FUNCTIONAL AREA MANAGER ASSIGNMENT LETTER

5041
Office Code
Date

From: Commanding General/Commanding Officer
To: Functional Area Manager

Subj: ASSIGNMENT AS FUNCTIONAL AREA MANAGER
(Note, list Automated Inspection Report System (AIRS)
number and title)

Ref: (a) MCO 5040.6G
(b) LOGCOMO 5041.1

1. Per the references, you are hereby assigned as the Functional Area Manager (FAM) for (AIRS number and functional area title).
2. You will be guided in the performance of your duties in accordance with the provisions of reference (b). You are required to maintain an updated AIRS checklist of assigned functional areas. AIRS checklists are provided by the Office of the Command Inspector/Base Inspector. The Command Inspector/Base Inspector will assist you with conducting root cause analysis and resolving systemic problems within your area. You will discharge your assigned responsibilities under the guidance of the Command Inspector/Base Inspector.
3. Any changes of personnel assigned as FAMs will be reported to the Command Inspector/Base Inspector no later than 10 days after reassignment occurs.
4. Point of contact for this matter is (name) at (extension).

SIGNATURE

ENCLOSURE (6)

FORMAT FOR CORRECTIVE ACTION REPORT

5041
Office Code
Date

From: Commanding Officer
To: Commanding General, Marine Corps Logistics Command,
(Attn: Command Inspector)

Subj: CORRECTIVE ACTION REPORT

Ref: (a) LOGCOMO 5041.1
(b) Commanding General's Inspection Report

1. Per the references the following report is submitted.
 - a. List findings and corrective action taken.
 - b. Provide comments concerning overall actions (procedural changes, training, etc...) taken to correct discrepancies.
2. Items requiring higher headquarters attention (LOGCOM or higher).

SIGNATURE

ENCLOSURE (7)

FORMAT FOR INSPECTOR ASSIGNMENT LETTER

5041
Office Code
Date

From: Commanding General
To: Appointee

Subj: ASSIGNMENT AS AUGMENT INSPECTOR

Ref: (a) MCO 5040.6G
(b) LOGCOMO 5041.1

Encl: (1) Format for Unit Inspection Report

1. Per the references, you are hereby assigned as an augment inspector for (functional area), (AIRS Code) during the inspection of (command), (location), from (date) to (date).
2. You will be guided in the performance of your duties in accordance with the provisions of reference (b). You will discharge your assigned responsibilities under the cognizance of the Command Inspector. The Command Inspector will provide an Automated Inspection Reporting System (AIRS) checklist and assist with your preparation for the inspection.
3. You are required to submit a written report along with a copy of the AIRS checklist to the Office of the Command Inspector no later than 10 days after completion of the inspection. See the enclosure for the report format.
4. Point of contact for this matter is (name) at (extension).

SIGNATURE

ENCLOSURE (8)